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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-seventh Meeting
Montreal, 28 November to 2 December 2016

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The Seventy-seventh meeting of the Executive Committee will be held in Montreal, Quebec, Canada, from 28 November to 2 December 2016, in Conference Room 1, fourth floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 Robert-Bourassa Boulevard in Montreal.

2. Meeting schedule

The meeting will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. or as announced at plenary.

3. Meeting documents

(a) All pre-session meeting documents will be posted on the website of the Multilateral Fund four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting and no physical dispatch of meeting documents in hard copies shall be made in support of efforts towards international paperless meetings. Delegates should continue obtaining their username and password to access the restricted area of the Multilateral Fund website (the log in link can be found at the top right-hand side of the home page) through their heads of delegations. Should any difficulties be encountered with the username and password provided, please contact Mr. Mulu Alem Syoum, Information Technology Officer, by e-mail at alem@unmfs.org.

(b) Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents on line. The Secretariat, in cooperation with ICAO, will provide a stable and fast wireless internet connection to access all meeting

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

documents from the Executive Committee Meeting conference room and from any point in the ICAO premises.

(c) It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the restricted area of the Secretariat's website. All CRPs must be sent by the group facilitator/convenor to Ms. Elina Yuen, Associate Programme Management Officer, by e-mail at elina@unmfs.org.

4. Weather

During the months of November and December temperatures in Montreal vary between 6 and -9 degrees Celsius.

5. Registration and identification name badges

Participants are requested to collect their badges at the registration desk located in the lower atrium of ICAO on Monday, 28 November 2016 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

6. Security

Following the ICAO internal procedures, a security check is made every day at the entrance of the lower atrium during the meeting. Participants are requested to carry their badges every day to the meeting venue.

7. Transportation from airport to downtown Montreal

Transport from the Pierre Elliot Trudeau International Airport to Montreal downtown (Berri Uquam metro station) is available by bus number 747. The bus fare is CAN $10 in coins only and provides the traveller with a transit pass for the bus and metro for the next 24 hours. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: http://www.stm.info/english/info/a-747.htm.

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services where available for the Montreal area. The public transportation rate is CAN $3.25/adult or a one-week ticket from Monday to Sunday for CAN $25.75.

Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN $40.

8. Immigration

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you at least 4 weeks before your departure time. The letter of invitation issued by the Secretariat should be included in your submission of request for visas. Canadian authorities do not grant visa upon arrival at the airport. Information on visa procedures, including a list of relevant Canadian Embassies, high commissions and consulates abroad, is available on the website of the Citizenship and Immigration Canada (http://www.cic.gc.ca/english/information/offices/index.asp).

For visa-exempt foreign nationals, as of 15 March 2016, participants are required to have an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Exceptions include U.S. citizens, and travelers with a valid Canadian visa. For more information please refer to the following website: http://www.cic.gc.ca/english/visit/visas-all.asp#eta

9. Sponsored delegates' travel

Sponsored delegates' travel for the Seventy-seventh meeting of the Executive Committee will be arranged through American Express Global Business Travel (Amex) in coordination with the Travel Administrator at the Fund Secretariat, Mr. Jack Lee. For any information on ticket issuance please contact Mr. Lee at jack@unmfs.org. Nomination for sponsored delegates should reach the Fund Secretariat no later than four weeks prior to the start of the meeting. Last minute changes in participant nominations or after the ticket issuance may deprive participants' attendance to the meeting as a result of UMOJA requirement to authorise ticket issuance.

10. Service to delegates

Coffee is provided at no cost to the participants half an hour before the start of each meeting.

11. Postal services

Canada Post covers postal services in Canada. Some postal counters are available in certain pharmacies, business or convenience stores. For other type of courier services, many international companies such as FEDEX, DHL, UPS or Purolator counters are also available around the city.

12. Telephone services

Public telephones are available in various locations in the city. The cost of a local unlimited call is 50 cents. To make long distance calls, you may purchase calling cards from pharmacies, local convenience stores called "Depanneur" and newsstands in Montreal. From any public phone in Canada, you can dial toll free 0 (the operator for collect calls), 411 (directory assistance), 911 (for emergency services such as police, ambulance, fire-fighters).

13. Medical and emergencies

Canada has a public funded health care system but visitors to Canada are required to pay for health services. Participants traveling to Canada are strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health services in Canada. Canada does not require that travelers present certificates of vaccination upon arrival. Visitors arriving with medication must be prepared to show a copy of their doctor's prescription at customs if requested and ensure that the medication containers are labelled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as to purchase prescribed drugs requires prescription from a recognized Canadian practitioner. If health advice or service is required or any additional information on resources available needed you may contact Info-Santé by dialing (514) 934 0354 at all times.

14. Electricity

The North American power supply standard is set at 110 volts and the frequency is 60Hz. Meeting participants are invited to carry appropriate adapters.



15. Exchange rates and banking

The Canadian Dollar is the national currency in Canada composed of one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards are accepted

at most hotels, restaurants and businesses. As for an update on the exchange rate, you could access the following website: http://www.x-rates.com

16. Hotel information

A list of hotels can be found in Annex I to this document or can be accessed through this link: www.icao.int/Meetings/Documents/ListofHotels.pdf. All hotels listed are in the vicinity of ICAO (999 Robert-Bourassa Boulevard). The prices are in Canadian dollars and are exclusive of taxes and surcharges. Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting and are invited to quote ICAO rates.

Annex I

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HOTELS IN DOWTOWN MONTREAL, DAILY RATES 2016
(ICAO preferential rates)

	Hotel Telephone/Fax	Address	Date Range 1 Jan – 30 Apr	1 May – 31 Oct 1 May – 30 Nov	1 Nov – 31 Dec Dec	
1	Hôtel Bonaventure Montréal +1 (514) 878-2332 / 878-3881	900 de la Gauchetière West (Bonaventure Metro)	173.00	195.00	173.00	B for 1
2	W Montreal +1 (514) 395-3100 / 395-3150	901 Victoria Square (Square-Victoria Metro)	1 Jan – 16 Apr 212.00	17 Apr – 26 Nov 241.00	27 Nov – 31 Dec 212.00	
3	InterContinental Montreal +1 (514) 847-8525 / 847-8730	360 Saint-Antoine Street West	1 Jan – 10 Apr 169.00	11 Apr – 27 Oct 205.00	28 Oct –31 Dec 169.00	
			Online booking available. For rates for ICAO/United Nations, please click on the name of the hotel.			
4	Montreal Marriott Château Champlain +1 (514) 878-9000 / 878-6761	1050 de la Gauchetière West	1 Jan – 23 Apr 159.00	24 Apr – 5 Nov 169.00 225.00[1]	6 Nov – 31 Dec 159.00	
			[1] Rates from 24 September to 7 October 2016 inclusive. For rates for ICAO, please click on the name of the hotel. To be inserted in the Corporate Code if needed for changes: IT0 (zero)			
5	Queen Elizabeth — Fairmont +1 (514) 861-3511 / 954-2296	900 René-Lévesque Blvd. West	179.00 until the hotel closes for renovations in June			
6	Le Westin Montréal +1 (514) 380-3333 /380-3332	270 Saint-Antoine West	165.00	205.00	165.00	
			For online booking, please enter the Corporate Set #: 302586 at www.westinmontreal.com			
7	Embassy Suites Montreal +1 (514) 288-8886 / 288-8899	208 Saint-Antoine West	159.00	159.00	159.00	B
8	Hôtel Le Dauphin Montreal Downtown +1 (514) 788-3888 / 788-3889	1025 de Bleury Street	140.00	140.00	140.00	* $10 B
9	LHotel +1 (514) 985-0019 / 985-0059	262 Saint-Jacques Street West	149.00	182.00	159.00	B for 1
10	Holiday Inn Montreal Downtown +1 (514) 878-9888 / 878-6341	999 Saint-Urbain Street (Place-d'Armes Metro)	136.00	160.00	139.00	* $10 B for 1
11	Courtyard Marriott Downtown +1 (514) 398-9999 / 398-9993	380 René-Lévesque Blvd. West	149.00	169.00	149.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			

Rates quoted are in Canadian dollars and do not include taxes and surcharges.
Rates are subject to blackout dates.
ICAO rates must be confirmed at the time of reservation

B Breakfast
* Extra charge for double occupancy

	Hotel Telephone/Fax	Address	Date Range 1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
12	St. Paul Hotel +1 (514) 380-2222 / 380-2200	355 McGill Street	168.00	198.00	168.00 For online booking, please enter the Promo Code: CICA at www.hotelstpaul.com	B for 1
			1 Jan – 31 Mar	April	1 May – 31 Oct	
13	Hôtel Place d'Armes +1 (514) 842-1887 / 842-6469	55 Saint-Jacques Street West	181.00	188.00	199.00 Web access code required: ICAO11	181.00 * B for 1
14	Hôtel Le Saint-Sulpice +1 (514) 288-1000 / 288-0077	414 Saint-Sulpice	162.00	185.00 All suite	163.00	
			1 Jan – 31 Mar	April	1 May – 31 Oct	
15	Hôtel Nelligan +1 (514) 788-2040 / 788-2041	106 Saint-Paul Street West	181.00	193.00	205.00 Web access code required: ICAO11	181.00 * B for 1
			1 Jan – 31 Mar	1 Apr– 31 Jul	1 Aug – 18 Nov	19 Nov – 31 Dec
16	Le Centre Sheraton Montreal +1 (514) 878-2000 / 878-3958	1201 René-Lévesque Blvd. West (Peel & Bonaventure Metro)	199.00	219.00	209.00	199.00
17	Best Western Plus Montreal Downtown Hotel Europa +1 (514) 866-6492 / 861-4089	1240 Drummond Street (Peel Metro)	95.00	129.00 For online booking, please click on the name of the hotel and enter the Corporate #: 01379850	89.00	
18	Le St-Martin +1 (514) 843-3000 / 843-3099	980 de Maisonneuve Blvd. West	177.00	197.00 For online booking, please enter the Corporate ID: ICAO at www.lestmartinmontreal.com	177.00	
19	Novotel Montréal Centre +1 (514) 861-6000 / 861-6470	1180 de la Montagne Street	131.00	137.00	131.00	
			1 Jan – 31 Mar	1 Apr– 31 Oct		
20	Hyatt Regency Montréal +1 (514) 982-1234 / 285-1243	1255 Jeanne-Mance Street	159.00	199.00 Corporate Code: CR78642 required to make a reservation. For online booking, please enter the Corporate Code: CR78642 at http://montreal.hyatt.com.	159.00	
21	Hôtel Travelodge Montréal Centre +1 800-363-6535 +1 (514) 874-9090 / 874-0907	50 René-Lévesque Blvd. West (Place-d'Armes or Place-des-Arts Metro)	79.00	99.00 129.00[1] [1] Rates from 27 September to 8 October 2016 inclusive. Online booking available. For rates for ICAO, please click here.	79.00	B
22	Hôtel Faubourg Montréal (formerly Holiday Inn Express) +1 (514) 448-7100 / 448-7101	155 René-Lévesque Blvd. East	109.00	135.00 Studio or one-bedroom suite	115.00	B

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Rates are subject to blackout dates.
ICAO rates must be confirmed at the time of reservation.

B Breakfast
* Extra charge for double occupancy

	Hotel Telephone/Fax	Address	Date Range 1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
23	Delta Montréal +1 (514) 286-1986 / 284-4342	475 avenue Président-Kennedy	149.00	179.00	149.00	
24	Hôtel Omni Mont-Royal +1 (514) 284-1110 / 845-3025	1050 Sherbrooke Street West	169.00	199.00	169.00	
25	Best Western — Ville-Marie Hotel and Suites +1 (514) 288-4141 / 288-3021	3407 Peel Street	125.00	159.00	125.00	* $10 B
			For online booking, please click on the name of the hotel and enter the Corporate #: 01379850			
26	Le Cantlie Suites +1 (514) 842-2000 / 844-7808	1110 Sherbrooke Street West (Peel Metro)	139.00	159.00	139.00	
			1 Jan – 10 Apr	11 Apr – 27 Oct	28 Oct –31 Dec	
27	Sofitel Montréal Golden Mile +1 (514) 788-3042 / 788-2951	1155 Sherbrooke Street West	185.00	210.00	185.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel			
28	Hotel Hilton Garden Inn Montreal Centre-ville +1 (514) 840-0010 / 840-0180	380 Sherbrooke Street West	139.00	179.00	139.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			

Rates quoted are in Canadian dollars and do not include taxes and surcharges.
Rates are subject to blackout dates.
ICAO rates must be confirmed at the time of reservation.

B Breakfast
* Extra charge for double occupancy

APARTMENT HOTELS IN DOWNTOWN MONTRÉAL 2016
(ICAO preferential rates)

	Hotel Telephone/Fax	Address	No. of Nights	Date Range 1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
A	Le Square Phillips Hôtel & Suites +1 (514) 393-1193 / 393-1192	1193 Place Phillips	1 – 6 7 – 29 30 plus	134.00 125.00 103.00	157.00 141.00 103.00	134.00 125.00 103.00	B
				1 Jan - 14 May	15 May - 29 Oct	30 Oct - 31 Dec	
B	Marriott Residence Inn — Montreal Downtown +1 (514) 982-6064 / 844-8361	2045 Peel Street (Peel Metro)	1 – 6 7 – 29 30 plus	169.00 161.00 145.00	215.00 199.00 175.00	169.00 159.00 145.00	B
				Promo Code: IT0 required for online booking at www.marriott.com			
C	L'Appartement +1 (514) 284-3634 / 287-1431	455 Sherbrooke Street West	1 – 6 7 – 30 31 plus	114.00 103.00 82.00	129.00 110.00 82.00	114.00 103.00 82.00	B
D	Candlewood Suites Montreal +1 (514) 667-5002 / 667-5003	191 René-Lévesque Blvd. East	1 – 6 7 – 14 15 – 29 30 plus	111.00 91.00 81.00 71.00	111.00 91.00 81.00 71.00	111.00 91.00 81.00 71.00	
					1 May - 31 Aug	1 Sep - 15 Oct	16 Oct - 31 Dec		
E	Le Nouvel Hôtel +1 (514) 931-8841 / 931-5581	1740 René Lévesque Blvd. West	1 – 6 7 – 29 30 plus	118.00 114.00 100.00	126.00 122.00 109.00	164.00 164.00 164.00	118.00 114.00 100.00	*$20 B for 1
F	Trylon Apartments Hotel +1 (514) 843-3971 / 848-9580	3463 Sainte-Famille Street	1 – 6 7 – 29 30 plus	85.00 70.00 45.00	90.00 75.00 50.00		85.00 70.00 45.00	
				1 Jan - 31 May	1 Jun - 31 Oct		
G	Marriott Residence Inn — Westmount +1 (514) 935-9224 / 935-5049	2170 Lincoln Avenue	1 – 6 7– 29 30 plus	132.00 122.00 102.00	137.00 127.00 107.00		132.00 122.00 102.00	B

Rates quoted are in Canadian dollars and do not include taxes and surcharges.
Rates are subject to blackout dates.
ICAO rates must be confirmed at the time of reservation

B Breakfast
* Extra charge for double occupancy